



GUIDELINES FOR PUBLIC PARTICIPATION AT F.A.M.E. BOARD MEETINGS

1. During meetings at which public participation is permitted, the Board Chairperson shall administer the Guidelines for Public Participation.
2. The Board shall publish these Guidelines conspicuously at its official website and make them available for review at all public meetings at which public comment will be permitted. Guideline provisions specifically directed to public participants shall be published on the Public Comment Card.
3. **Public comment shall be permitted prior to any agenda item requiring a Board vote.**
4. Each person shall be permitted to speak for a limited amount of time, **not to exceed two minutes**, to be established by the Board Chairperson. *The Board Chairperson shall have the discretion to allow a speaker to continue beyond the allotted time.*
5. Participants wishing to address the Board must complete and sign a Public Comment Card and give it to the *Board Secretary* prior to the start of the meeting. The Board Secretary will number the cards in the order they are received.
6. When called to speak, each participant must preface his/her comments by stating his/her name, if they are an Audubon parent, and if applicable, group affiliation.
7. Any group or organization wishing to address the Board shall designate one person to be its spokesperson.
8. Participants shall be as concise as possible and shall limit their comments strictly to the agenda item being addressed, **unless otherwise authorized by the Chairperson.**
9. **All comments shall be directed to the Board Chairperson.** *No person may address or question Board members individually.*
10. Participants shall not make oral complaints or comments regarding specific Board members. Complaints or comments regarding specific issues, Board Members or administrative staff are to be addressed to the Board Chairperson in writing.
11. Participants shall conduct themselves in a decorous manner and refrain from making comments that are threatening, harassing, abusive, obscene, antagonistic, frivolous, off-topic or otherwise disruptive to the orderly conduct of business.
12. The Board Chairperson may cause to be removed from the meeting any participant who fails or refuses to obey these Guidelines or the Chairperson's directive or who engages in disruptions or disorderly conduct, and authorized by La. R.S. § 42:17 (C). The New Orleans Police Department or school administrators shall carry out any directive to remove a participant from the meeting.
13. As used in these Guidelines, "*disruptive or disorderly conduct*" means any act which would foreseeably disturb the orderly conduct of a meeting; interference by any spectator or speaker with the right of any other person to lawfully address the Board; and refusal to take a seat or to remain silent when ordered to do so by the Chairperson.